



# Administrative Professionals Week

## Survive This Personality Quiz and You're a Project Manager

Give yourself **3** points for every 'Yes' answer to the questions below, and **1** point for every 'No.' Be honest!

We believe you need **35** points to survive the high-wire act of being a project manager...

1. When something goes wrong and you know who's responsible, do you get right up and go find them to discuss it immediately and without trying to find a way not to?
2. Could you easily tell your best friend that an idea they're really excited about isn't very good?
3. Are you a little intimidated by people who rank higher in the organization than you do?
4. Are you okay with quickly learning an entirely new app or piece of software on very short notice?
5. Think of the person you like least in the office. Would you be able to work with them on something closely without being critical or getting upset?
6. If you were instrumental in completing a project but you didn't seem to get any real credit for it, could you just let it roll off your back and move on?

- 7.** Do you know what is meant by “scope creep”?
- 8.** Have you contributed a new idea at a meeting in the past three months?
- 9.** When you’re upset, do you try to give yourself some time to settle before venting?
- 10.** If getting an important job done meant having to hurt a person’s feelings, would you still want to take on the job?
- 11.** Are you fine with working extra hours not because there’s a lot to do, but because things aren’t going along smoothly or being run properly?
- 12.** Does it bother you when a small detail of something is out of whack?
- 13.** Can you say that you haven’t lost an important note, email or document in the past three months?
- 14.** Do you feel you understand what truly motivates every department at the place where you work, and the challenges those people face?
- 15.** Think of the time when you were most humbled at work by a mistake. Did you simply accept responsibility without trying to defend yourself in some way?

# Admin Pro Forum 2018

Skills-Building Conference for Administrative Professionals

## **\*SPECIAL \$100 DISCOUNT TO CELEBRATE ADMINISTRATIVE PROFESSIONALS WEEK!\***

Do you feel like you're spinning your wheels, hoping to one day get caught up with the load of work that your boss keeps giving you and take control of your time management?

Are you looking for a better way to stay up to date with the skills — project management, minute taking, business communication, using office technology and much more — that are absolutely essential to be successful as an administrative professional in today's workplace?

Do you wish you could strengthen your admin skills, so your boss will let you lead more projects — and possibly even give you a promotion?

Would you like to have the opportunity to connect, network and brainstorm with more of your fellow administrative professionals?

If you answered “yes” to any of these questions, you'll definitely want to join us for **Admin Pro Forum 2018**, a one-of-a-kind skill-building event for administrative professionals who are looking to step up their game and take their careers to new heights.

[Register now!](#)

This training conference takes place May 23-25 at the beautiful World Center Marriott in Orlando, Fla. It features more than 20 sessions, including pre-conference seminars, keynote presentations, breakfast roundtables and post-conference workshops to help you strengthen your skills in areas like:

- Advanced minute-taking
- Creating an administrative procedures manual
- Managing an event from a budget
- Intermediate and advanced Excel
- Project management
- OneNote



Each training session at **Admin Pro Forum** is designed specifically for you: the hard-working admin who wants to achieve excellence at work — AND get home on time!

**Admin Pro Forum 2018** brings together four of the top motivational speakers in the admin world today to inspire you to boost your career to greater heights than ever before. Our keynote speakers include:



Lucy Brazier, publisher, *Executive Secretary* magazine



Joan Burge, founder, Office Dynamics



Julie Perrine, CEO and founder, All Things Admin



Bonnie Low-Kramen, founder, Ultimate Assistant



**Admin Pro Forum** is moderated by Microsoft Certified Trainer Melissa Esquibel, president, MPELLC

**Take advantage of our special \$100 discount on Admin Pro Forum 2018 registration (normally \$899) during Administrative Professionals Week!**

Register now!

**Be sure to sign up for one of our exciting post-conference workshops!** Please [review our agenda](#) and choose a post-conference session from Julie Perrine, Melissa Esquibel or Lucy Brazier.

In today's fast-paced business world, the only constant is change. **Admin Pro Forum 2018** will keep you up to pace (and even a step ahead) of the latest developments. We've also got some surprises planned. There's going to be a lot of learning — and a ton of fun!

We look forward to welcoming you to **Admin Pro Forum 2018!**

Register now!